

CG-25-00

PROPERTY ACCOUNTABILITY AND REPORTS OF SURVEY

1. If you have been entrusted with government equipment and supplies, it is your responsibility to protect it from loss, damage, or destruction, regardless of whether it is hand-receipted to you or not [Title 5 Code of Federal Regulations 2635 101 (b) (9)].
2. Drastic changes in organizational structures and mix of the workforce at White Sands requires reissuance of this guidance. The Unit Supply UPDATE and AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability, govern property accountability and reports of survey.
3. If you have a hand receipt, you need to do a 100% physical inventory at least once a year or whenever there is a change in hand receipt holder(s). If your hand receipt is too voluminous to do a 100% physical inventory, the need exists to sub-hand receipt property to subordinate(s), or units at remote locations. It is also the responsibility of sub-hand receipt holders to conduct a 100% physical inventory at least once a year or whenever there is a change to sub-hand receipt holder(s).
4. If you take over a hand receipt you must:
 - a. Do a 100% physical inventory on change of hand receipt holder.
 - b. Initiate a report of survey on all lost or damaged property.
 - c. Not sign the hand receipt until it has been adjusted to show all losses and acquisitions. This includes all items found during the inventory that are not on the hand receipt.
5. As soon as you discover the loss, damage, or destruction of property you must:
 - a. Investigate.
 - b. Initiate a report of survey under AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.
 - c. Put a message out on e-mail telling what item/equipment was lost. Include description and serial number, and last possible known location.
 - d. Collect statements and documentation immediately while memories are fresh.

e. Record your results on Report of Survey, DA Form 4697, and forward it to the Property Book Officer within 15 calendar days of the discovery of the loss (paragraph 13-7a, AR 735-5). If you do not report the loss within 15 calendar days of its occurrence or discovery, you must explain the delay in a cover memorandum transmitting the report of survey to the Property Book Officer.

f. Go to the Installation Property Book Officer, CSTE-DTC-WS-IS-ME-P, 678-8924, if you need assistance.

6. If you are appointed as a surveying officer, it takes priority over routine duties. Any military O-1 or WO1 or civilian GS-7, WL-7, or WS-7 and above, may be appointed as a surveying officer. Take the package, get briefed by the SJA, and do the investigation and report expeditiously. Report of survey investigations must be completed NLT 30 calendar days from the date of receipt (paragraph 13-27a, AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability).

7. This guidance supersedes CG-12-96, dated 13 Dec 96.

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Commanding

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